



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OFFENDER INFORMATION ADMINISTRATOR

Job Number: 20000652

Job Code: 22330V000101

Job Group: 2200 - CORRECTIONS

Job Established: 08/16/1996

Job Revised: 11/16/2009

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists the offender information manager in administering and supervising staff in two of the four functional areas of the Central Offender Information Office OR coordinates the offender records administration functions for the juvenile justice system; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience in management, administration, legal, paralegal or offender information two years of which must be in offender information administration.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative, management, legal, paralegal or offender records experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates and supervises staff responsible for assembling and processing documents used in computation for felons committed to the Kentucky correctional system. Audits and verifies sentence calculation of expiration, parole eligibility and in final discharge from parole or institutions in accordance with appropriate statutes, regulations and policies. Interprets and enforces statutes, regulations and policies with reference to auditing sentence calculations, special stipulations, judgments, court orders, eligibility dates on additional sentences and other offender records. Coordinates the flow of documents between institutional and facility records offices, probation and parole offices, Circuit Court Clerk's Office and the Central Offender Information Office. Determines legality and accuracy of information entered on inmate official record. Interprets court orders from Circuit and/or District Courts for sentence calculations and for the appearance of inmates in subsequent hearings. Assists in acting as departmental liaison with prosecutors and public defenders reporting sentence length and parole eligibility prior to trial. This information is used in plea-bargaining and for subsequent convictions. Reviews orders and confers with other state prosecutors regarding Interstate Agreement on Detainers for pending charges for Kentucky inmates. Completes sentence calculations on additional sentences and returned escapees. Provides court testimony concerning individual offender information history. Provides high level of review for and audit the work of field office offender information supervisors/specialist for accuracy and compliance with the statutes, regulations and departmental policy. Prepares and supervises the providing of information to Corrections Office of General Counsel, the Attorney General's office and courts for litigation and appeals by certifying inmate information and by preparing affidavits. Assists in drafting and preparing administrative regulations and procedures for institutional records staff. Responds to correspondence from inmates, attorneys and courts. Assists as departmental liaison to Kentucky Circuit Courts, Commonwealth Attorneys, Public Advocate, Attorney General's Office and United States Bureau of Prisons regarding calculations of terms of imprisonment for individuals convicted of felonies in the Commonwealth. Provides testimony in persistent felony proceedings in Circuit Court or as required in relation to an individual's official offender information. Assists Branch Manager as designee of official offender information spokesperson for the Kentucky Corrections Department regarding inmate information. Audits juvenile records of all public and youthful offenders placed with the juvenile justice operated or contracted facilities, group homes or foster homes. Audits initial Custody and Classification documents for all public and youthful offenders placed with the juvenile justice operated or contracted residential system.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in a office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.